



City of Parma, Ohio

TIM DeGEETER
MAYOR



1440 Rockside Road, Suite 306
Parma, Ohio 44134

PUBLIC HOUSING

Phone: 216-661-2015
Fax: 216-661-2021

INTENT TO VACATE

Please be advised, the below mentioned tenant has contacted the Parma Public Housing Agency in order to begin the moving process. It is the policy of the PPHA that all tenants are required to provide their current landlords with a 30-day written notification of their intent to vacate.

Date

Intent to Vacate Date

Landlord Name

Tenant Name

Landlord Address

Tenant Address

Landlord City, State, Zip Code

Tenant City, State, Zip Code

Landlord Telephone #

Tenant Telephone #

****The Intent to Vacate date must be the last day of the month following a full 30 day notice. For example, if you are submitting this form on August 16, 2012, the Intent to Vacate date would be September 30, 2012. These forms will not be accepted by the PPHA if the Intent to Vacate date is incorrect.****

NOTE: Housing Assistance Payments will continue for this tenant until the current HAP Contract is ended due to the execution of a new HAP Contract.

Landlord Signature

Date

Tenant Signature

Date